



## **GENERAL SERVICES ADMINISTRATION**

### **Federal Supply Service**

### **Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

### **GSA Schedule: Mission Oriented Business Integrated Services**

**Contract Number: GS-10F-0054J**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Period Covered by Contract: 03/15/1999-03/14/2014**

**MELE Associates, Inc.**  
**11 Taft Court, Suite 101**  
**Rockville, MD 20850**  
**Tel: (240) 453-6990**  
**Fax: (240) 453-6991**  
**Web: [www.meleassociates.com](http://www.meleassociates.com)**

Business Size/Status: Large

**Pricelist current through PS-0016 dated September 14, 2011.**

## TABLE OF CONTENTS

GENERAL CONTRACT INFORMATION.....	1
CONTRACT OVERVIEW.....	4
CONTRACT ADMINISTRATOR .....	4
MARKETING AND TECHNICAL POINT OF CONTACT .....	4
CONTRACT USE.....	4
LABOR CATEGORIES.....	5
HOURLY RATES.....	12

## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):	874-1/874-1RC – Consulting Services 874-2/874-2RC - Facilitation Services 874-3/874-3RC – Survey Services 874-6/874-6RC – Acquisition Management Support 874-7/874-7RC – Program and Project Management
1b. Lowest Priced Model Number and Lowest Price:	Please refer to our rates beginning on page 12
1c. Labor Category Descriptions:	See page 5
2. Maximum Order:	\$ 1,000,000
3. Minimum Order:	\$ 100
4. Geographic Coverage:	Domestic – delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and U.S. territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.
5. Point (s) of Production:	N/A
6. Discount from List Price:	All Prices Herein are Net
7. Quantity Discounts:	None Offered
8. Prompt Payment Terms:	Net 30 days
9a. Government Purchase Card <b>is</b> accepted at or below the micro – purchase threshold.	
9b. Government Purchase Card <b>is</b> accepted above the micro – purchase threshold.	
10. Foreign Items:	None Offered
11a. Time of Delivery:	30 Days ARO
11b. Expedited Delivery:	To Be Negotiated with Ordering Agency
11c. Overnight and 2-Day Delivery:	To Be Negotiated with Ordering Agency
11d. Urgent Requirement:	To Be Negotiated with Ordering Agency
12. F.O.B. Point(s):	Destination
13a. Ordering Address:	MELE Associates, Inc. Attn: Barbara Freland 11 Taft Court, Suite 101 Rockville, MD 20850



13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

- |  |   |
|--|---|
| 14. Payment Address:   | MELE Associates, Inc.<br>Attn: Accounts Receivable<br>11 Taft Court, Suite 101<br>Rockville, MD 20850   |
| 15. Warranty Provision:  | MELE warrants that its services shall be performed in a good and workmanlike manner. MELE agrees to re-perform any services not in compliance with this warranty brought to its attention within thirty (30) days after those services are performed, unless otherwise listed in a task order |
| 16. Export Packing Charges:  | Not Applicable  |
| 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).   | MELE accepts the Government Purchase Card above and below the micro – purchase threshold  |
| 18. Terms and conditions of rental, maintenance, and repair (if applicable).:  | Not Applicable  |
| 19. Terms and conditions of installation (if applicable).  | Not Applicable  |
| 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).  | Not Applicable  |
| 20a. Terms and conditions for any other services (if applicable).  | Not Applicable  |
| 21. List of service and distribution points (if applicable).   | Not Applicable  |
| 22. List of participating dealers (if applicable).   | Not Applicable  |
| 23. Preventive maintenance (if applicable).  | Not Applicable  |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).   | Not Applicable  |
| 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: <a href="http://www.Section508.gov/">www.Section508.gov/</a> . | Not Applicable  |

25. Data Universal Number System (DUNS) number.

807601281

26. Notification regarding registration in Central Contractor Registration (CCR) database.

MELE Associates is currently registered in the Central Contractor Registration (CCR) database.

## CONTRACT OVERVIEW

GSA awarded MELE Associates, Inc. a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services, Contract Number GS-10F-0054J. MELE's period of performance is from March 15, 1999 – March 14, 2014 with one additional 5-year option period remaining. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the ceiling rates defined in the contract.

### CONTRACT ADMINISTRATOR

Barbara Freland  
MELE Associates, Inc.  
11 Taft Court, Suite 101  
Rockville, MD 20850  
Telephone: (240) 453-6962  
Fax Number: (240) 453-6991  
Email: barbara.freland@meleassociates.com

### MARKETING AND TECHNICAL POINT OF CONTACT

Ed Thal  
MELE Associates, Inc.  
11 Taft Court, Suite 101  
Rockville, MD 20850  
Telephone: (240) 453-6969  
Fax Number: (240) 453-6991  
Email: ed.thal@meleassociates.com

### CONTRACT USE

This contract is available for use by all federal government agencies, as a source for full range business services for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## LABOR CATEGORIES

### Experience Definitions:

General Experience: Refers to minimum of years required in Engineering and/or related technical and managerial fields. This experience must have been obtained within the most recent 15 years.

Specialized Experience refers to the minimum number of years required related to the particular appropriate skills for a labor category. This experience is not in addition to, but may be part of the minimum experience required in General Experience.

Substitution of Education for Experience: A Bachelor's degree may be substituted for two years of general experience for those labor categories requiring a high school diploma. A Master's degree may be substituted for three years of general and specialized experience for those labor categories requiring a high school diploma. A Master's degree may be substituted for one year of general and specialized experience for those labor categories requiring a Bachelor's degree.

Substitution of Experience for Education: Seven years of additional general and specialized experience may be substituted for the next degree. However, no experience substitution is allowed for a High School Diploma.

The allowable substitutions are as follows:

High School diploma plus additional 7 years - Bachelor's degree;

High School Diploma plus additional 14 years = Master's Degree;

Bachelor's Degree plus 7 additional years = Master's Degree.

### **Senior Subject Matter Expert I**

Minimum/General Experience: Fifteen (15) years of progressive Management or related management field, including at least six projects in the business management field. At least one project must have occurred within the past three (3) years.

Functional Responsibility: Serves as a senior subject matter management expert in areas relevant to the project. Produces / reviews substantive and / or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not limited to business systems design, system architecture, feasibility studies, and systems specifications. Interfaces with Government management personnel. Reports in writing and orally to contractor management and Government representatives, including the Government CO and COR.

Minimum Education: Master's Degree.

### **Program Director**

Minimum/General Experience: Fifteen (15) years of progressive experience in management, organization, or business improvement services, with at least ten (10) years of managing and directing a multi-discipline staff and subcontractors.

Functional Responsibility: Fifteen (15) years experience, ten (10) years of managing and directing a multi-discipline staff and subcontractors in accomplishing the design, development, and /or operations of business or organizational systems. Experienced in directing large efforts as well as numerous concurrent smaller efforts. Knowledgeable of federal contract and procurement regulations. Ability to establish costs and determine resource requirements. Directs and monitors technical efforts for contract compliance. Responsible for the administrative, contractual, and financial aspects of contract efforts. Provides overall management and direction to the technical, financial, and administrative aspects of the contract effort.

Minimum Education: Master's Degree. Years of equivalent experience may be substituted for the advanced education requirement, provided the experience requirement has been fully met.

### **Officer**

Minimum/General Experience: Twelve (12) years of progressive experience in management, organization, or business improvement services, with at least five (5) years of managing and directing a multi-discipline staff and subcontractors.

Functional Responsibility: Twelve (12) years experience, five years of managing and directing a multi-discipline staff and subcontractors in accomplishing the design, development, and /or operations of business or organizational systems. Experienced in directing large efforts as well as numerous concurrent smaller efforts. Provides overall management and direction to the technical, financial, and administrative aspects of the contract effort.

Minimum Education: Master's Degree. Years of equivalent experience may be substituted for the advanced education requirement, provided the experience requirement has been fully met.

### **Senior Consultant III**



Minimum/General Experience: Ten (10) years of progressive experience in management, organization, or business improvement services.

Functional Responsibility: Ten (10) years experience in performing specialized analysis. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Performs independent analysis of complex technical issues. Capable of directing a project team.

Minimum Education: Master's degree in related subject or a Bachelor's degree and at least ten (10) additional years of experience.

## **Senior Consultant II**

Minimum/General Experience: Ten (10) years of progressive experience in management, organization, or business improvement services.

Functional Responsibility: Ten (10) years experience in performing specialized analysis on a wide variety of projects. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Performs independent analysis of complex business issues. Capable of directing a project team.

Minimum Education: Master's degree in related subject or a Bachelor's degree and at least seven (7) additional years of experience.

## **Senior Consultant I**

Minimum/General Experience:

Ten (10) years of progressive experience in management, organization, or business improvement services.

Functional Responsibility: Ten (10) years experience in performing specialized analysis. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Performs independent analysis of complex business issues. Capable of directing a project team.

Minimum Education: Master's degree in related subject or a Bachelor's degree and at least five (5) additional years of experience.

## **Consultant II**

Minimum / General Experience: Eight (8) years of progressive experience in management, organization, or business improvement services.

Functional Responsibility: Eight (8) years experience in performing specialized analysis. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Performs independent analysis of complex business issues.

Minimum Education: Master's degree in subject area specialization or a Bachelor's degree and at least two (2) additional years of experience.

## **Consultant I**

Minimum/General Experience: Six (6) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Six (6) years experience in performing specialized analysis. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Performs independent analysis of complex business issues.

Minimum Education: Bachelor's degree

## **Junior Consultant**

Minimum / General Experience: Four (4) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Four (4) years experience in performing specialized analysis. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Performs independent analysis of complex business issues.

Minimum Education: Bachelor's degree

## **Principal Manager**

**Minimum / General Experience:** Ten (10) years of progressive experience in management, organization, or business improvement services.

**Functional Responsibility:** Ten (10) years experience in the application of advanced analysis and evaluation techniques to complex manual and automated business management processes. Undertakes in-depth examinations by determining requirements, formulating approach, conducting analysis, presenting findings, assessing alternatives, and developing recommendations for improvements. Able to integrate multi-disciplinary inputs. Performs or directs highly complex analytical projects requiring multi-disciplinary approach. Capable of managing a large project team or multiple smaller efforts.

**Minimum Education:** Master's degree in Business, Management or related subject or a Bachelors degree and at least three (3) additional years of experience.

## **Principal Analyst / Facilitator**

**Minimum/General Experience:** Ten (10) years of progressive experience in management, organization, or business improvement services.

**Functional Responsibility:** Ten (10) years experience in the application of advanced analysis and evaluation techniques to complex manual and automated business management processes. Undertakes in-depth examinations by determining requirements, formulating approach, conducting analysis, presenting findings, assessing alternatives, and developing recommendations for improvements. Able to integrate multi-disciplinary inputs. Performs or directs highly complex analytical projects requiring multi-disciplinary approach. Capable of managing a large project team or multiple smaller efforts.

**Minimum Education:** Master's degree in Business, Management or related subject or a Bachelors degree and at least two (2) additional years of experience.

## **Quality Specialist**

**Minimum / General Experience:** Six (6) years of experience in an environment with management, organization, or business improvement services.

**Functional Responsibility:** Six (6) years experience in the analysis of business systems, procedures, processes. Experienced in large systems providing enterprise wide service. Ability to assess requirements and design sophisticated technical applications / solutions. Well-developed diagnostic skills for analyzing problems and developing effective corrective actions. Responsible for applying advanced technical skills to the analysis of business processes and problems.

**Minimum Education:** Master's degree in subject area specialization or a Bachelor's degree and at least two (2) additional years of experience.

## **Facilitator II**

Minimum/General Experience: Five (5) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Five (5) years experience in analyzing, evaluating, projecting requirements. Ability to plan, coordinate, schedule, and manage resources. Knowledge of planning and scheduling techniques and the presentation of complex information in clear and concise manner. Estimate, schedule, and coordinate resource requirements.

Minimum Education: Bachelor's degree.

## **Facilitator I**

Minimum / General Experience: Three (3) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Three (3) years experience in analyzing, evaluating, projecting requirements. Ability to plan, coordinate, schedule, and manage resources. Knowledge of planning and scheduling techniques and the presentation of complex information in clear and concise manner. Estimate, schedule, and coordinate resource requirements.

Minimum Education: Bachelor's degree.

## **Senior Analyst**

Minimum/General Experience: Eight (8) years of progressive experience in management, organization, or business improvement services.

Functional Responsibility: Eight (8) years experience in the application of advanced analytical techniques in a business management environment. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Undertakes significant analysis within technical area of expertise. Capable of leading a project team.

Minimum Education: Master's degree in subject area specialization or a Bachelor's degree and at least three (3) additional years of experience.

## **Analyst**

Minimum / General Education: Three (3) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Three (3) years of analytical experience in a business or technical environment. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Conduct analysis of process / problem, report findings and present recommendations.

Minimum Education: Bachelor's degree in subject area specialization.

## **Junior Analyst**

Minimum/General Experience: Two (2) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Two (2) years experience in developing and presenting business management information. Ability to define problems, assemble reference materials, notes, and other inputs relative to subject, formulate understandings, develop presentation of results and findings. Must have knowledge of analytical techniques and methodologies, particularly as they relate to business processes. Development and production of technical documents.

Minimum Education: Bachelor's degree

## **Coordinator**

Minimum/General Experience: Two (2) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Two (2) years work experience in an office / business environment. Ability to establish and maintain hard copy files of correspondence, technical papers, other written materials. Ability to establish, maintain, and track schedules, arrange meetings, produce routine correspondence. Assist in document preparation and production, including, but not limited to, typing, formatting, proofing, editing, and assembly. Working knowledge of office equipment: fax, photocopy, typewriter, PCs.

Minimum Education: High School diploma

## HOURLY RATES

Labor Category	Year 13 03/15/11- 03/14/12	Year 14 03/15/12- 03/14/13	Year 15 03/15/13- 03/14/14
Senior Subject Matter Expert I	\$285.72	\$295.72	\$306.07
Program Director	\$236.48	\$244.76	\$253.33
Officer	\$202.89	\$209.99	\$217.34
Senior Consultant III	\$186.95	\$193.49	\$200.27
Senior Consultant II	\$168.41	\$174.30	\$180.40
Senior Consultant I	\$149.86	\$155.11	\$160.54
Consultant II	\$112.87	\$116.83	\$120.91
Consultant I	\$102.88	\$106.48	\$110.21
Junior Consultant	\$69.68	\$72.12	\$74.65
Principal Manager	\$142.55	\$147.54	\$152.70
Principal Analyst/Facilitator	\$139.16	\$144.03	\$149.07
Quality Specialist	\$94.55	\$97.86	\$101.28
Facilitator II	\$69.95	\$72.40	\$74.93
Facilitator I	\$57.48	\$59.49	\$61.58
Senior Analyst	\$120.60	\$124.82	\$129.19
Analyst	\$62.59	\$64.78	\$67.05
Junior Analyst	\$49.16	\$50.88	\$52.66
Coordinator	\$36.29	\$37.56	\$38.88